

**DEPARTMENT OF HEALTH SERVICES**

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October 3, 1996

**PPL No. 96- 025**

To All County Medi-Cal Administrative Activities (MAA)/  
Targeted Case Management (TCM) Coordinators and  
Advisory Committee Members

**POSITION DESCRIPTIONS AND DUTY STATEMENTS**

The purpose of this transmittal is to provide all Local Governmental Agencies (LGAs) participating in the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs with clarification on the basic elements of a position description and/or duty statement. Position descriptions and/or duty statements are required as supporting documentation and must be attached to the MAA claiming plan (refer to Policy and Procedure Letter No. 96-015). A copy of the position description and/or duty statement must also be retained by the Local Governmental Agency (LGA) as a requirement for the TCM program.

A position description is an official written document describing the necessary knowledge, skills, abilities, education, certification and minimum qualifications for a specific position classification. The position description also defines the scope of work, the variety and complexity of general tasks performed by the employee, and the supervision exercised and/or received. The level and type of general tasks typically performed by the classification should be identified. An official and exact copy of the position description must be available upon request during a State and/or federal program audit.

Whereas, a duty statement is an official written document describing the current duties and responsibilities assigned to a specific position. The duty statement should be consistent with the position description. Each duty statement should identify the position classification, the program or claiming unit name, and contain a brief narrative describing the reporting relationships and functions of the job, the specific assignments or activities performed by the employee, supervision received, and as appropriate, supervision exercised by the position. The duty statement must coincide with activities contained in the MAA claiming plan for the position and an exact copy must be made available upon request during a State and/or federal program audit. The position description and duty statement may be consolidated in a single document. Supplementals and/or addendums to current position descriptions and/or duty statements are not considered to be valid documents.

Failure to provide a position description and/or duty statement during a State and/or federal audit which replicates the position description and/or duty statement submitted as supporting documentation for the MAA claiming plan shall be in violation of the MAA contract and shall result in the disallowance of MAA costs associated with the position.

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Failure to provide an official copy of the position description and/or duty statement during a State and or federal audit of the TCM program shall be in violation of the TCM provider agreement and shall result in the disallowance of TCM costs associated with the position.

If you have any questions regarding this matter, please contact the analyst assigned to your LGA.

Sincerely,



Darryl Nixon, Chief  
Medi-Cal Benefits Branch

Targeted Case Management:	X
Medi-Cal Administrative Activities	X
Policy Effective Date:	7-1-95
Policy Reference:	PPL No. 96-015

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